

VACANCY ANNOUNCEMENT
AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS
1535 Command Drive, Room CD208
Andrews AFB MD 20762-7002

Announcement Number: 06-19-I

Opening Date: 16 Jan 07

Closing Date: 22 Jan 07

Position/Series/Grade: Criminal Investigator, YK-1811-01

Promotion Potential: YK-1811-02

Area of Consideration: Air Force Office of Special Investigations (AFOSI) Civilian Employees. Positions are subject to the DoD Priority Placement Program.

Emergency Essential: This announcement will be used to fill Emergency-Essential positions. Applicant must be willing to sign an emergency essential agreement. An emergency essential position may require the incumbent to perform duties and requirements of the position during a crisis situation or wartime. This could entail a temporary or permanent relocation as well as the possibility of remaining in the area when others are evacuated. ***You may be required, as a condition of employment, to take a series of vaccinations and annual boosters to immunize you against anthrax and other diseases. Failure to take required immunizations may lead to your removal from this position or separation from Federal service.***

Number of Positions: This announcement may be used to fill more than one vacancy.

Type of Appointment: Excepted Service.

Work Schedule: Full-time.

Duty Location: Worldwide. Applicants must be willing to accept assignment throughout career anywhere in the U.S. and/or in overseas locations. Appointment requires execution of a mobility agreement. Duties may be performed in a deployed environment.

Federal Law Enforcement Retirement Coverage: This announcement will be used to fill primary positions. Primary positions have an age requirement that applicants subject to the Federal Employees Retirement System (FERS) will not be considered if they have reached their 37th birthday, unless they have previous service in a federal civilian law enforcement position covered by the special retirement provisions. Coverage determinations for those individuals who have current or previous service outside of DoD will be determined on a case-by-case basis in accordance with DoD 1400.25-M, Subchapter 336. Applicants subject to the Civil Service Retirement System (CSRS) will be considered without regard to the age requirement. **In order**

to receive consideration under this announcement, you must include your date of birth in your application package.

Duties: Plans and conducts criminal investigations of alleged or suspected violations of the Uniform Code of Military Justice (UCMJ) and/or criminal laws (e.g., Titles 10 & 18, U.S.C) of the United States affecting Air Force personnel and resources. Interviews and interrogates witnesses/suspects; conducts crime scene examinations; examines records and files; prepares written reports of investigations; performs undercover assignments; conducts surveillance; and testifies in courts martial/hearings/trials. A current/valid State Driver's License is required when operating a vehicle on the job.

QUALIFICATION AND EVALUATION CRITERIA

Applicants must meet the requirements of the Qualification Standards Handbook for General Schedule Positions. To qualify, applicants must have 3 years of general experience, 1 year of which was equivalent to at least a GS-4 or completed a 4 year course of study leading to a bachelor's degree or one year of specialized experience equivalent to at least a GS-5 or one full year of graduate level education or superior academic achievement.

SPECIALIZED EXPERIENCE: This must have been progressively responsible investigative experience which demonstrated (1) initiative, ingenuity, resourcefulness, and judgment required to collect, assemble, and develop facts and other pertinent data; (2) ability to think logically and objectively, to analyze and evaluate facts, evidence, and related information and arrive at sound conclusions; (3) skill in written and oral reports and presentations of investigative findings in a clear, concise and impartial manner; and (4) tact, discretion, and capacity for obtaining the cooperation and confidence of others.

SUPPLEMENTAL STATEMENTS (KSAs) (Mandatory)

There are no special forms for these statements. They should be submitted on plain bond paper with your name and announcement number at the top of each page. Each KSA must be addressed separately. This may be done on separate pages. Please repeat the KSA that you are addressing at the top of your submission for that particular KSA. **KSAs that are combined in one paragraph will not be accepted.** Describe, in detail, experience that evidences your possession of each KSA listed. Cross-referencing to the Application for Employment, supplemental statements for other positions or supplemental statements, which include rating factors not listed in this announcement, **are not acceptable and will not be considered.** **Candidates who do not submit the supplemental statements will not be considered.**

1. Knowledge of appropriate provisions of U.S. Statutes to include the UCMJ, DOD, AF, and AFOSI directives, regulations and other implementing instructions governing the conduct of criminal investigative activities.
2. Ability to personally conduct less complex investigations accurately, thoroughly, and objectively.
3. Ability to learn the basic knowledge required in the conduct of select, specialized investigations such as narcotics operations, undercover operations, and developmental cases.

4. Knowledge of investigative techniques and methods.

QUALITY RANKING FACTORS:

Quality Ranking Factors may or may not be used based on the position being filled. The following criteria have been identified as Quality Ranking Factors: possession of a degree; a foreign area specialty; language; training or experience in forensic sciences; or training or experience in computer sciences.

If you are claiming a language you must provide the following information:

Language Type:

Can prepare and give lectures: Fluently or with difficulty?

Can speak and comprehend: Fluently or with difficulty?

Can translate articles: Fluently or with difficulty?

Can read articles for own use: Fluently or with difficulty?

Test Score from Defense Language Institute (DLI) or Foreign Service Institute (FSI) if applicable. Please provide substantiating documentation if applicable. **Testing may be required prior to selection.**

If you are a reservist, please provide the number of hours served in your reserve status. If you are currently mobilized, please provide a copy of your mobilization orders. *You must be a U.S. citizen to apply. *****

PERSONNEL SECURITY REQUIREMENTS

This position requires access to firearms or ammunition. Persons convicted of a misdemeanor or felony crime of domestic abuse are **not** eligible for the position. Applicants are advised that false answers or omissions of information on the application may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. Appointment to this position is subject to completion of a full-field background investigation and eligibility for a security clearance. The selectee must be able to obtain and maintain a Top Secret security clearance.

SUITABILITY REQUIREMENTS

Applicants **MUST** submit the attached **OF-306** and the attached **AFOSI Agency Questionnaire** with their application. **Failure to submit these documents will result in non-consideration for AFOSI positions.** Please print, complete, sign, and date and submit both documents with your package.

OTHER REQUIREMENTS

1. AFOSI Mobility Agreement required. 2. Must sign an Emergency-Essential agreement and notice of requirement to participate in the anthrax/smallpox vaccine immunization program. 3. May be required to successfully complete a counterintelligence polygraph examination. 4. Position may require the employee to occasionally travel away from the duty station. 5. Position is critical sensitive. A Top Secret security clearance with a special background investigation is required to occupy position. Employee must undergo or have undergone an AFOSI suitability investigation. 6. Employee is required to be available to work overtime, which may include weekends, evenings, and/or holidays. 7. This is a drug testing designated position. Employee is subject to random drug testing. 8. Employee must pass a physical exam prior to appointment and possess emotional stability. 9. Position requires access to firearms and ammunitions. Persons convicted of a misdemeanor or felony crime of domestic violence may not occupy this position. 10. Employee is expected to adhere to the standards of professional conduct for AFOSI personnel as outlined in the applicable AFOSI directives. 11. This position may require the employee to work under adverse environmental conditions. 12. Positions are located throughout CONUS or OCONUS. 13. Must enroll in the direct deposit/electronic funds transfer pay program. 14. Must be a U.S. citizen. 15. Must have a valid driver's license. 16. Active duty military members must be within 180 days of their established date of separation/retirement by the date of receipt of the application and proof of separation must be provided at time of application (proof of separation can be: retirement/separation orders, a letter from the servicing MPF stating eligibility to separate or retire, or a letter from the commanding officer stating that you are eligible to separate or retire). 17. Mobilized applicants will still be considered for employment with AFOSI, however you MUST attach a copy of your mobilization orders.

REMARKS

Current Federal civil service employees must submit a copy of their most recent SF-50.

Tentative Veterans Preference will be given to all eligible applicants who meet the criteria. Prior to appointment, if you are claiming Veterans Preference, you must submit a copy of the form DD-214. To receive 10-point preference, in addition to the DD-214, you must submit a SF-15, Claim for Veteran's Preference (10-point veteran), plus proof from the Department of Veterans Affairs dated within the last 12 months or from a branch of the Armed Forces, certifying to the present existence of the veteran's service-connected disability of less than 10% with your application.

Applicants apply at their own expense. Applications mailed in government-franked envelopes **will not** be accepted. Applications transmitted via fax machine or e-mail **will not** be considered nor will this office supply information via fax or e-mail. Applications must be postmarked by the closing date of the announcement.

Applications **will NOT** be picked up at the gate. Applications may NOT be dropped off or hand carried unless you have access to this military installation. Please ensure that you submit your application in a timely manner.

Permanent Change of Station (PCS) will be paid for first duty station moves overseas. Living Quarters Allowance (LQA) may or may not be authorized for overseas selections. PCS will **not** be paid for first duty station moves within the United States.

Successful completion of a medical evaluation, urinalysis drug screening, and a full-field background investigation are required for selection for a position.

Identification of promotion potential does **NOT** constitute a commitment or obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher-level duties.

If your application is incomplete, late, outside the area of consideration, or you fail to submit the requested supplemental statements and/or the OF 306 or other required information, or are not qualified for the position, your application will not be considered.

Positions are covered under the special provisions for law enforcement officers in the Federal Employees Retirement System (FERS) and are eligible for Law Enforcement Availability Pay.

Applicants are notified by letter or email (if possible) as to the status of their application (qualified, nonqualified, incomplete, or ineligible) as soon as possible after receipt. ***Please do not call for status; you will receive a letter or email.***

Eligible employees in the National Capital Region (NCR) may apply for a local transportation subsidy benefit for a maximum of \$100.00 per month. This benefit applies to both mass transit and qualified vanpool participants. For further information about the transportation subsidy go to website www.dtic.mil/ref/html/NCRTransitpass.html. For information about the NCR geographic area, go to website www.washington.org.

HOW TO APPLY

Applicants must submit a **signed and dated** application (i.e., resume **OR** OF-612 **OR** SF 171), supplemental statements, and other applicable documents as outlined herein. **Applications must be received by close of business on the closing date and include the following information: announcement number; title and grade of the job for which you are applying; full name, mailing address (w/zip code); day/evening telephone numbers; e-mail address if available; social security number***; date of birth; country of citizenship; veteran's preference with substantiating documentation; reinstatement eligibility; highest federal civilian or military grade held; name and address of high school and date of diploma or GED; name and address of colleges/universities, majors, and type and year of degrees received, transcripts and/or diplomas (if no degree, show total credits earned and indicate whether semester or quarter hours); for each paid and non-paid work experience related to the job for which applying: state job title, grade/rank, duties and accomplishments, employer's name and address, supervisor's name and current phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor; job-related**

training courses, skills (e.g., languages, computer software, tools, typing speed), certificates, licenses, honors, awards, and special accomplishments. **All applications must include the OF-306 (link provided below) and AFOSI Agency Questionnaire (last page of this announcement).** If applicable, please submit: latest SF 50 (Notification of Personnel Action), proof of veteran's preference (DD Form 214, SF 15, current letter from VA dated within last 12 months, if proof of veteran's preference is not attached, tentative preference will be given until proof is provided by the applicant), SF 181 (Race and National Origin Identification). Submission of SF 181 is voluntary. You may obtain SFs 15 and 181 at any Federal government personnel office. Applications will not be returned to applicants.

Applicants must meet all eligibility requirements by the closing date of the announcement and must be a U.S. citizen. If selected, male applicants born after 31 December 1959 must confirm their selective service registration status. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition; however, this implies no promise or guarantee of promotion.

*** Your social security number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants' that may have the same name. As allowed by law or Presidential directive, your social security number is used to seek information about you from employers, schools, banks, and others who may know you. **Failure to provide your social security number will result in your application not being processed for further consideration.**

****If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

WHERE TO APPLY

Submit all application material to: **HQ AFOSI/DPRC, 1535 Command Drive, Room CD208, Andrews AFB MD 20762. Applications must be postmarked by the closing date of this announcement. We do not accept applications via fax or email.**

AFOSI Contact: For further information, please contact Stephanie McFadden at 240-857-1290

Selection will be made on merit without regard to race, color, religion, sex, national origin, marital status, physical handicap, political affiliation or any non-merit factor. The Department of the Air Force is an Equal Opportunity Employer.

U.S. Office of Personnel Management
Veterans' Preference Eligibility For Gulf War Veterans

The Defense Authorization Act of Fiscal Year 1998 (Public Law 105-85) of November 18, 1997, contains a provision (section 1102 of Title XI) which accords veterans' preference to everyone who served on active duty during the period beginning August 2, 1990, and ending January 2, 1992, provided, of course, the veteran is otherwise eligible.

This means that anyone who served on active duty during the Gulf War, regardless of where or for how long is entitled to preference if otherwise eligible (i.e., have been separated under honorable conditions and served continuously for a minimum of 24 months or the full period for which called or ordered to active duty).

LINK TO THE OF-306

OF-306

Click here http://www.opm.gov/forms/pdf_fill/of0306.pdf for access to OF-306. You MUST print, complete, sign, date and attach to your application for consideration.

PREFERRED RESUME FORMAT

The following preferred resume format is being provided for your use. Submission of this specific format is not mandatory, however it is preferred.

Cover Sheet

Announcement Number

Title of Position

Lowest grade you are willing to accept

Full name, mailing address (with zip code), day and evening telephone numbers,

E-mail address

Social Security Number

Date of Birth

Country of Citizenship

Signature and Date

Body of Resume

Work Experience: Work experience for each paid and non-paid job related to the position for which you are applying should be addressed individually for each time period: include job title, grade/rank, duties and accomplishments, employer's name and address, supervisor's name and current phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor.

Education Level: name and address of high school and date of diploma or GED; name and address of colleges/universities, majors and type and year of degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours) (Transcripts may be required prior to appointment by the servicing civilian personnel offices).

Supplemental Statements (KSAs): Each supplemental statement (KSA) must be addressed separately. **Failure to address KSAs will result in non-consideration for this announcement.**

Other Qualifying Information:

Job related training courses

Special skills (e.g., languages, computer software, tools, typing speed)

If you possess particular language skills, please identify the language and describe proficiency levels as shown at the beginning of the announcement. Please provide DLI or FSI test scores if applicable.

Certificates or job related licenses

Honors, awards, and special accomplishments

Veteran's Preference (Documentation if applicable, SF-15, VA Letter dated within last 12 months)

Reinstatement Eligibility (SF-50 is needed for documentation purposes)

Highest federal civilian or military grade previously held (Documentation if applicable)

Current Federal Employees, SF-50

Retired/Separated Military (DD-214, proof of separation if within 180 days if applicable)

**OPTIONAL FORM 306, DECLARATION FOR FEDERAL EMPLOYMENT
CONTINUATION OF #16
AFOSI AGENCY QUESTIONS FOR GS-1811 POSITIONS**

Applicants must submit this continuation page with the OF 306, Declaration for Federal Employment, to be considered for employment as a Criminal Investigator, GS-1811, with the Air Force Office Of Special Investigations (AFOSI).

1. Have you ever used marijuana? _____ (If yes, provide details/circumstances such as approximate dates, how many times, setting, when was the last time, etc).
2. Have you ever used an illegal drug or combination of illegal drugs, other than marijuana? _____ (If yes, provide details/circumstances).
3. Have you ever used an illegal drug while employed? _____ (If yes, provide details/circumstances). Have you ever used an illegal drug while in a law enforcement or prosecutorial position? _____ (If yes, provide details/circumstances).
4. Have you ever sold, supplied or distributed illegal drugs? _____ (If yes, provide details/circumstances).
5. Have you ever used alcohol in excess where it prevented you from working? _____ (If yes, provide details/circumstances).
6. Have you ever been arrested, charged, or convicted of domestic abuse, domestic assault, or assault? _____ (If yes, provide details/circumstances).
7. Have you ever been arrested, charged, imprisoned, or convicted of any felony or misdemeanor crime? _____ (If yes, provide details/circumstances).
8. Have you ever declared bankruptcy? _____ (If yes, provide details/circumstances).
9. Have you been an officer or a member of or contributed to an organization that is dedicated to the overthrow of the United States Government and that engages in illegal activities with the specific intent to further that end? _____ (If yes, provide details/circumstances).
10. Have you engaged in activities designed to overthrow the United States Government by force? _____ (If yes, provide details/circumstances).